

BQLT Time Sheet (2/19 - 3/4)

Staff Name: *Domica Roberts*

Period Start: Feb 19, 2019

Date	Time In	Break Start	Break End	Time Out	Total hours	What I did
Tuesday (2/19)						
Wednesday (2/20)						
Thursday (2/21)	11:00 AM	2:30 PM	3:00 PM	7:30 PM	8	organized Feb fund form folder w/ Irene; brief mtg w/ Irene; brief mtg w/ Kofi; rescheduled phone mtg w/ music ny for next Tues; rescheduled exterminator visit for next thurs; began scheduling water turn on for beginning of season;
Friday (2/22)						
Saturday (2/23)						
Sunday (2/24)						
Monday (2/25)						
Tuesday (2/26)					5	correspondence w/ several board members regarding scheduling, tabling, other items of importance; follow up w/ Demetrice on requests for BQLT during absence; follow up w/ NYRP on DEP issue; correspondence w/ Irene about Bracci Exhibit B forms; confirmation w/ exterminators on scheduled visit for 2/28; assisted Irene w/ items; correspondence w/ Senator Montgomery's schedule staff for room reservation for certification program;
Wednesday (2/27)						
Thursday (2/28)	10:30 AM	2:30 PM	3:00 PM	8:45 PM	8.5	exterminator appointments @ La Finca & Mama Dee's w/ USA exterminators; updated draft on mini events newsletter w/ rat academy info; correspondence w/ April about Classon work and volunteer scheduling; correspondence w/ Kofi about volunteer days; correspondence w/ April, Anne and Lillian about google drive progress and hand off;
Friday (3/1)						
Saturday (3/2)					0.25	created and published mc announcement about cancellation of ops mtg
Sunday (3/3)					1	phone mtg w/ Kofi for follow up w/ different items;
Monday (3/4)						
					22.75	

Staff Signature: *Domica Roberts*

Supervisor Signature: